



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Monday, April 6, 2009
<b>POSITION TITLE:</b>	Chief Deputy Administrator (Working Title: Deputy Regional Administrator), Division of Adult Parole Operations, Region 3** and 4	<b>FINAL FILING DATE:</b>	Monday, April 27, 2009
<b>CEA LEVEL:</b>	Chief Deputy Administrator, Correctional Programs, C.E.A. (9691)	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,186.00 - \$10,247.00 / Month	<b>BULLETIN ID:</b>	04062009_4

### POSITION DESCRIPTION

\*\*Vacancies currently do not exist in Region 3, Los Angeles

Under the direction of the Regional Parole Administrator, Division of Adult Parole Operations, the incumbent is responsible for field operations for the assigned Region and for the development of security and auditing procedures to ensure full compliance with the Director's Rules and Regulations in their Region. In addition, the Deputy Regional Administrator has supervision over staff and serves in an acting capacity as the need arises.

Duties include, but are not limited to:

- Formulates policies and procedures for field operations; coordinates development and implementation of new programs; analyzes growth and future staff needs; and monitors/reviews staffing patterns, space, and equipment needs for future growth.
- Monitors operations for delivery of services and workload; directs audits to ensure compliance with policy; formulates objectives to facilitate the accomplishment of departmental goals, which are used to measure work performance of administrators and supervisors; and communicates with parolees and their families/friends to resolve problems and complaints.
- Directs supervision over Parole Administrator I's; provides administrative direction and policy interpretation to administrators and supervisors; prepares probation reports and annual performance appraisals; performs second level review of staff work; consults with administrators regarding grievances and adverse actions; provides orientation to new administrators; monitors/reviews training of administrators; and participates in employment interviews and selection of staff, ensuring that the Region is in compliance with the Equal Employment Opportunity goals of the Department.

- Monitors/reviews regional operations; responds to contacts from the public, media, social services agencies, or law enforcement agencies; provides information to parole staff to facilitate public speaking and parole information sharing; works with local agencies, employers, and others interested in providing services to parolees within the community; and makes presentations to parole staff and community agencies on critical issues in field on parole operation issues and policies.

### **MINIMUM QUALIFICATIONS**

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program staff. and

Either I Must be a civil service employee with permanent civil service status.

Or II Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

### **SPECIAL REQUIREMENTS**

The Deputy Regional Administrator, Division of Adult Parole Operations, CEA is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.

#### **PEACE OFFICER REQUIREMENTS:**

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

**Age Limitation – minimum age for appointment:** 21 years (Applicants must state birth date on application).

**Background Investigation:** Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

**Medical Requirement:** Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

### **KNOWLEDGE AND ABILITIES**

Knowledge of: Organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

### **DESIRABLE QUALIFICATION(S)**

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Deputy Administrator (Working Title: Deputy Regional Administrator), Division of Adult Parole Operations, Region 3\*\* and 4**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position.*

This examination will consist of pre-screening by an executive screening committee of the candidates' application and resume using predetermined evaluation criteria. Successful candidates will be invited for a Qualifications Appraisal Panel interview.

### **FILING INSTRUCTIONS**

#### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications

listed.

**Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive  
Appointments

P.O. Box 942883, Sacramento, CA 94283-0001  
Toni Dodds | (916) 322-9223 | [toni.dodds@cdcr.ca.gov](mailto:toni.dodds@cdcr.ca.gov)

**ADDITIONAL INFORMATION**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the Office of Executive Appointments, 1515 S Street, Room 108-N, Sacramento, CA 95811.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s9/s9691.txt>